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COMPTROLLER
STATE OF ILLINOIS

June 18, 1974

PAYROLL BULLETIN
(5-74)

201 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706
217/525-6000

TO: All State Agencies, Departments, Boards and Commissions
Attention: Payroll Office

SUBJECT: Revision to Payroll System

Effective July 1, 1974 there will be three revisions to the State Payroll System. These changes will involve the state identification number, the federal tax calculations and warrant stub "OTHER DEDUCTIONS" information fields.

Starting July 1, 1974, the Office of the Comptroller will no longer require or assign employee identification numbers. Agencies wishing to continue the use of employee I.D. numbers will be responsible for the assignment and maintenance of these numbers. The Comptroller's payroll system will not record this number. For payroll system inquiry and maintenance, employees may be referenced by Social Security number or alphabetic listing.

On all payrolls submitted after July 1, 1974, the Office of the Comptroller will verify that the figure entered in the Federal Withholding Tax field on the payroll voucher is equal to the minimum required by Federal guidelines according to the marital status and the number of exemptions claimed by the employee. It will be necessary, therefore, to enter on the payroll voucher and magnetic tape, the marital status of each employee and the number of exemptions claimed on the Federal W-4.

The percentage of salary the employee wishes to have withheld for Federal Tax should be reported in field 18. The use of marital status codes 3,4,5,7 will no longer be allowed. The marital status field must contain 1 (single) or 2 (married) referencing the marital status. The number of exemptions claimed on the W-4 must be entered in field 11. The Comptroller will verify that the percentage being withheld is equal to the minimum required.

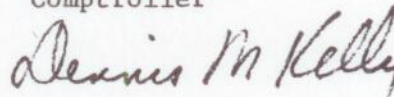
The federal W-4 may still cite a percentage of the salary to be withheld for federal tax, but it must also show the marital status and the number of exemptions claimed.

Employees whose federal W-4's currently on file with the Comptroller reflect only the percentage amount of deduction and do not reference the marital status and number of entitled exemptions should complete new federal W-4's showing marital status, number of entitled exemptions and the percentage authorized on the W-4. New W-4's representing this change should be on file in this office prior to submission of your July 1-15 payrolls.

The third change which will go into effect July 1, 1974 is the "OTHER DEDUCTIONS" field of the warrant stub. Currently, each voluntary deduction plus retirement is listed separately in this area of the warrant stub. The new procedure will list deductions only by type of deduction. For example, all insurance deductions for an employee will be combined and appear as one amount entitled "Insurance" in the "OTHER DEDUCTIONS" field of the warrant stub.

Very truly yours,

George W. Lindberg
Comptroller



By: Dennis M. Kelly
Voucher Control

DMK:bh